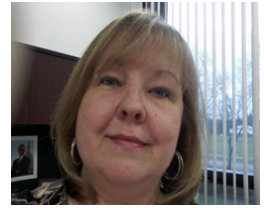


Patricia Stahl is the Clerk of Council and was appointed by council in 1996.



(440) 786-3220 phone/(440) 786-3276/fax [pats@bedfordheights.gov](mailto:pats@bedfordheights.gov) .

### Responsibilities of the Clerk of Council:

The Clerk of Council attends all regular and special meetings of City Council, Council Committees, Planning Commission, Zoning Board of Appeals and other meetings for the purpose of recording and transcribing minutes of the meetings. The Clerk prepares and maintains up-to-date records of all meetings, legislation and Codified Ordinances, sorts and distributes the Council mail and prepares all travel arrangements for conferences that Council may attend.

The Clerk of Council manages the Council Office Purchase Order process as required, updates the Council's monthly Calendar of meetings and records the meeting information telephone line as needed. The Clerk schedules meetings for Council with Local, State and Federal elected officials and prepares and distributes agendas and relative information to the Mayor, City Council and staff for Council, Planning Commission and Zoning Board of Appeals meetings.

The Clerk of Council notifies applicants of dates and times for Planning Commission and Zoning Board of Appeals meetings as well as notifying contiguous property owners of variance requests and new development proposals. The Clerk sets dates for public hearings according to Codified Ordinances, notifies Board of Elections of upcoming ballot issues and manages the city's bid process by preparing advertising for bid openings and bid packets for distribution while maintaining records of contracts awarded.

The Clerk of Council assists residents when they inquire about various ordinances and provides copies when requested. The Clerk directs calls to the proper city departments depending upon the type of assistance needed. Residents may call the meeting information telephone line 24 hours a day at (440) 786-3219 for a list of upcoming meetings for the current month.